Tutoring Observation Form

This form will be used during an observation. Tutoring staff will check off whether or not they see each item and write down strengths and ways the tutor can improve in each area. There will be a follow-up conversation after the observation to discuss what went well and what could improve. Tutors should be prepared to reflect on these things and report back on changes.

Active Learning
I observed you utilizing the following active learning strategies:

- Assigned Discussion Leader
- Brainstorming
- Case Studies
- Clarification Pauses
- Critical Debates
- Group Discussion
- Jigsaw Discussion
- Learning Cell (Tutees quizzes each other)
- Note-Taking Pairs
- Peer Review
- Round Robin
- Self-Assessment
- Think-Pair-Share
- Write-Pair-Share
- Minute Paper

I observed the following:
- You encouraged your tutees to think critically.
- You encouraged peer-to-peer learning.
- You ensured tutees understood material through asking questions, providing problems, or utilizing other active learning strategies.

Communication Skills
- Your verbal communication was clear.
- Your written communication on the board was clear.
- You asked open-ended questions.
- You demonstrated a positive and patient attitude.

Effectiveness
- You related course materials to the tutee's previous knowledge, interests, major, future, etc.
- You allocated time and attention to each tutee when appropriate.
- You adjusted the session format based on tutees' feedback, needs and/or questions.
- You made an effort to get to know your tutees.
- You respected individual differences.

Knowledge
- You demonstrated knowledge of the course work and material.
- You responded to tutees' questions with appropriate answers.

Responsibility
- You followed policies, including academic integrity.
- You arrived to the session on time.
- You stayed on course topic and kept "social" items to a minimum.
- You were prepared with a session plan.